



Princess Nourah Bint
Abdulrahman University

Kingdom of Saudi Arabia Ministry of
Education Princess
Nourah bint Abdulrahman University
Vice Presidency for Academic Affairs
Dean's Office of Student Affairs Student
Rights Protection Unit

**The Rules Regulating the Protection of Female
Students' Rights At Princess Noura bint
Abdulrahman University**

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General Provisions

Definitions

Article One

The following terms shall have the meanings next to them unless otherwise stated.

University: Princess Nourah bint Abdulrahman University.

Student(s): Officially registered female students at Princess Nourah bint Abdulrahman University including international students, scholarship students, postgraduate students, and those in training programs at the university, regardless of their educational levels or nationalities. **Unit:** The student rights protection unit at Princess Nourah bint Abdulrahman University, including its organizational structure according to these rules.

Rules: The regulations governing the student rights protection unit at Princess Nourah bint Abdulrahman University.

Document: The document of student rights protection at Princess Nourah bint Abdulrahman University.

Members of the University's Administrative Units: Everyone working at the university's main headquarters or any of its affiliated entities not included within the functional structure of any college or institute affiliated with the university.

University Members: All employees of the university and those affiliated with it, including students, faculty members, administrative staff, and service workers in the colleges, institutes, and centers affiliated with the university. This also includes members of the unit and any permanent or temporary committees at the university.

Chapter One: Objectives and Competencies

Article Two

The university aims to establish this unit to achieve a harmonious university community characterized by mutual cooperation among its members and to uphold the principles of justice and fairness among all university members and students as a fundamental pillar in building an ideal community within the university. In addition to supporting students' rights on bases compatible with the approved systems and regulations and in a manner that does not conflict with them, the unit plays its role within the framework of the current systems and these rules without leading to the cancellation of some of its texts or halting their application.

Article Three

In pursuit of the objectives stated in Article Two of these rules, the unit will develop a culture of justice and fairness among the students and university members, provide them with the necessary legal advice, enlighten them about their university rights, and how to obtain them by resorting to the official entities within the university in the framework of these rules and the systems in force at the university according to the powers of the committees stated therein.

Article Four

Aiming to create a harmonious university community, priority is given to amicable efforts in resolving any problems or complaints by students, with the goal of providing a suitable climate of cooperation between the university members and students as a basis for giving everyone their right.

Administrative Structure of the Permanent Committee and Subcommittees.

Article Five:

The unit consists of a permanent committee for resolving disputes and complaints of students, and a subcommittee for student rights protection in each college or institute affiliated with the university as detailed in these rules.

Article Six:

A permanent committee for resolving disputes and complaints of students is established by a decision from Her Excellency the University President at the beginning of each academic year and is administratively affiliated with the Dean's Office of Student Affairs. It consists of: 1- The Dean of Student Affairs at the university as Chairperson. 2- Two faculty members nominated by the Dean of Student Affairs at the university as Members. 3- A legal advisor as a Member. 4- The Director of the Student Rights Protection Unit as a Member. 5- The Secretary of the Permanent Committee for Resolving Disputes and Complaints of Students. Her Excellency the University President may increase the number of members as appropriate for the work requirements of the committee.

Article Seven:

The subcommittee for student rights protection is established at each college or institute affiliated with the university, and its establishment is decided at the beginning of each academic year by the Dean of the college or institute. It consists of: 1- The Vice Dean of the college for academic affairs as Chairperson. 2- The Director of Student Affairs Administration as a Member. 3- A legal advisor as a Member. 4- One of the faculty members in the college or institute as a Member. 5- The Secretary of the Subcommittee.

Duties of the Committees

Article Eight:

The permanent committee continuously undertakes the administrative and technical tasks within its jurisdiction, especially:

- 1- Administrative supervision over the work of the subcommittees in colleges and institutes and issuing recommendations and decisions regulating the work of those administrations.
- 2- Reviewing and investigating complaints referred to it by Her Excellency the University President due to their privacy, confidentiality, and exceptional circumstances.
- 3- Reviewing and deciding on complaints referred to by the subcommittees in colleges and institutes.
- 4- Expressing opinions on the following matters for presentation to the Vice President of the university for academic affairs.
 - a. Monitoring the progress of the unit's work and proposing necessary developments.
 - b. Issuing decisions to coordinate between the unit, the university's entities, and its members to facilitate and regulate the unit's work.
 - c. Interpreting and recommending amendments to any article of these rules or any clause of the document of students' rights at the university to be presented to the university council for approval according to the university's regulations.
- 5- Any matters or powers referred to the committee by Her Excellency the University President or the Vice President of the university for academic affairs.

Procedures for Submitting and Reviewing Complaints

Article Nine

1. The subcommittee receives students' complaints daily and processes tasks within its jurisdiction. If the subcommittee is not present at any of the university's affiliated entities, all complaints and correspondences are directed to the Dean's Office of Student Affairs at the university, which will take the necessary actions.
2. The subcommittee is responsible for: A- Providing legal advice to students, raising their awareness, and enlightening them about their university rights and obligations. B- Receiving complaints from students regarding academic and non-academic problems they may face at the university. C- Reviewing and investigating the complaints submitted to it, making efforts towards achieving an amicable settlement, and in case of an amicable settlement, drafting a memorandum of opinion to be approved by the Chairperson of the Permanent Committee. D- In case of failure of an amicable settlement, the subcommittee reviews the complaints submitted and verifies them after hearing the concerned parties and drafting a memorandum of the legal opinion therein.

Article Ten:

1. Complaints are submitted using the form prepared for this purpose at the subcommittee's headquarters, ensuring the form is filled out with the necessary accuracy and clarity, and the student's signature is obtained.
2. The student must precisely define the subject of her complaint and attach the documents and evidence proving her right. The student is provided with a receipt acknowledging her complaint.
3. The committee has the right to request a written response to the complaint from the accused member within five days from the date the direct supervisor is officially notified without obliging the accused

member to appear before the committee. Failure to respond to any inquiries by the accused member is considered an admission of the claims in the complaint.

Article Eleven

1. The subcommittee drafts a memorandum of its opinion on the complaint presented to it within a maximum of fifteen days from the date of its submission. This period may be extended for no more than another fifteen days if the committee deems it necessary to complete the investigations or information supporting its viewpoint.
2. The memorandum, along with the complaint file, is submitted to the Permanent Committee, and the opinion reached by the subcommittee is not binding on the Permanent Committee when deciding on the complaint.

Article Twelve:

In all cases, a student may not submit her complaint or grievance after (30) days from the date of the incident in question, nor may a student submit a complaint about the same incident more than once or to more than one entity within the university.

General Provisions

Article Thirteen

The subcommittee and the permanent committee are permitted to seek the opinion of any of the university's members or outsiders with expertise in any of the cases presented to them, either in writing or verbally.

Article Fourteen

If the permanent committee deems the complaint to be frivolous or lacking sufficient evidence to prove the incident against the accused, it will issue a decision to dismiss the complaint, which then becomes final.

Article Fifteen

The complainant has the right to appeal against the decision to dismiss her complaint. The appeal must be submitted to the Vice President of the university for academic affairs within fifteen days of being notified of the decision, and the Vice President has the discretion to take whatever action she deems appropriate.

Article Sixteen

If the complaint is proven to be malicious, the permanent committee may recommend referring the complaining student to the university's student discipline committee in accordance with the university's regulations and policies.

Article Seventeen

Taking into consideration what is stated in Article Fourteen:

1. The permanent committee issues its recommendations on the complaints presented to it within a month from the date the complaint is referred to it or registered in its records, with the decision made by a majority of the present members.
2. Decisions and recommendations of the permanent committee are presented in a memorandum to the Vice President of the university for academic affairs for approval or to be raised to the competent authority within the university to take whatever it sees fit based on the investigation conducted and the recommendations submitted.
3. The President of the university may present the decision taken to the university council for approval, in the cases specified by the regulations on this matter, and the decision of the President of the university or the university council shall be final, and the concerned parties must be informed of this decision.

Article Eighteen

These rules shall be effective from the date of their approval by the university council.